

COURSE CODE/CERTIFICATE REQUIRED
(Screens 20, 22 and 24)

(All certification must be at proper grade level unless otherwise specified.)

COURSE CODE/NAME	ABBREVIATION	CERTIFICATE REQUIRED
19 SPECIAL EDUCATION		
195000 Direct Service/Inst. Special Education	DSI SPECED	Any Special Education Cert
195100 Direct Service/Inst. Visually Impaired	DSI VI	VI Certification
195200 Direct Service/Inst. Hearing Impaired	DSI HI	HI Certification
195300 Direct Service/Inst. Severe Dev. Delay	DSI SDD	SDD Certification
195400 Direct Service/Inst. ECSE	DSI ECSE	ECSE Certification
195500 Direct Service/Inst. Speech/Lang Path	DSI SLP	SLP Cert or Approved Imp.
195610 Dep. Instr. Communication Arts	DI CA	Any Special Education Cert
195620 Dep. Instr. Mathematics	DI MATH	Any Special Education Cert
195630 Dep. Instr. Science	DI SCIENCE	Any Special Education Cert
195640 Dep. Instr. Social Studies	DI SOC STU	Any Special Education Cert
195700 Community-Based Instruction	COMM BASED	Any Special Education Cert
195800 Work Experience Instruction	WORK EXP	Any Special Education Cert
193000 Consult with Gen/Spec Ed	CONSULT	Any Special Education Cert
193100 Testing	TESTING	Any Special Education Cert
198600 Case Management of IEPs	CASE MGMT	Any Special Education Cert
991900 Special Education Caseload Formula Contact Number	SE CONTACT	None (See Exhibit 16)
192000 Extended School Year	ESY	Any Special Education Cert

GRADE LEVEL CODES - COURSE AND ASSIGNMENT
(Screens 20 and 24)

IT	Infant/Toddler
PK	Three and four-year-olds
K	Kindergarten
01-12	Grades 1-12 (use one specific grade level)
13	High School (typically grades 9-12, but use also for non-teaching positions such as principals when grades 7 and 8 are included in high school building)
14	Junior High or Middle School (any combination that includes only grades 7-9)*
15	Middle School or Junior High (any combination that includes only grades 4-8)
16	Elementary (any combination that includes only grades K-8)
17	Any combination of grades K-12 that includes a greater grade span than those included in 13 through 16 above. (Grade 17 is typically used for superintendents, nurses, etc., and is usually reported in building 1000.)

The grade reported on the Educator/Assignment Data (Screen 20) and on the Summer School Course & Enrollment (Screen 24) is the grade level at which the curriculum for the specific course is designed to be taught. It should reflect the **grade at which the course curriculum is offered**, not necessarily describe the students in the classroom. For example, if General Science is offered as a 9th grade class, it should be reported as grade 9 even though some 10th and 11th grade students may be in the classroom. Conversely, a Physics class offered as a junior level (or third high school year) course that contains advanced standing freshmen and/or sophomores should be coded grade 11 (not grade 13).

*Career Education Exploratory Family and Consumer Sciences (FACS) courses offered to 9th grade students should be reported under the career education assignment if the district has an approved FACS program. Seventh and 8th grade students taking exploratory FACS courses should be reported under the non-career education assignment.

**PROGRAM CODE
(Screen 20)**

<u>Code</u>	<u>Program</u>
00	Nonfunded (for use when Career Education, Gifted, and Remedial Programs are provided by the district but are not state and federal assisted and with general and pre-career education Family and Consumer Sciences classes)
01	Career Education
02	Career Education Special Needs (Disadvantaged and Handicapped)
03	Title I, NCLB
04	Title I.C NCLB (Migrant Program)
05	Title V, NCLB
06	Special Education - K-12 and Early Childhood Special Education age 5K (kindergarten eligible) and 6
07	Early Childhood/Parent Education (Early Childhood Development Act)
08	Gifted (Use course code 990808)
09	Special Education (fiscal agent) services provided to other districts
10	Title IV, NCLB
11	Safe Schools Educational Services Grant (State)
14	Homeless
15	Remedial Reading - HB 474 with no Title I funding
16	Juvenile Detention Center
17	Early Childhood Special Education - 3- and 4-year-olds (and 5 Pre-K)
19	Special Education (participating district) services provided by another district/co-op
20	Title II.A NCLB
21	Federal Programs Administrators Pool
22	Reading First
23	Title I, Teacher Assistant
24	Extended Day Child Care Program (EDCCP)

- 25 Child Care Development Fund (CCDF)
- 26 21st Century Community Learning Centers (21st CCLC)
- 27 Missouri Preschool Projects
- 28 Title II.D – NCLB
- 29 Title III – NCLB
- 30 Title VI Part B, Subpart 1 – NCLB
- 31 Title VI Part B, Subpart 2 – NCLB

DELIVERY SYSTEM
(Screen 20)

<u>Code</u>	<u>Delivery System</u>
A	Educational Resource Teacher
AE	After School, Every Day – (School Age Child Care)
AS	After School, Some Days – (School Age Child Care)
BE	Before School, Every Day – (School Age Child Care)
BS	Before School, Some Days – (School Age Child Care)
C	Resource Classroom
CO	Co-teaching – Time during which two fully certificated teachers in the general education classroom (one general education teacher and one special education teacher) work together to provide instruction to students. Examples: Class within a class, team teaching, blended early childhood program.
G	Self-Contained Classroom
H	Before- or After-School Services (including Early Childhood Special Education)
IG	Individual/Small Group – Time during which a special education teacher provides instruction to a single special education student or a small group of special education students on a resource basis. Instruction could be in the general education classroom or in a setting removed from the general education classroom. Examples: Itinerant models and ECSE itinerant teachers, both traveling and school-based, speech/language pathology, resource rooms.
J	Career Education Special Needs - Disabled
JH	Career Education Special Needs - Disabled, Before- or After-School Services
K	Career Education Special Needs - Disadvantaged
KH	Career Education Special Needs - Disadvantaged, Before- or After-School Services
L	Parent Educator - Direct Services
LH	Parent Educator - Direct Services, Before- or After-School
LI	Low Incidence Self-Contained – Time during which a special education teacher is responsible for the content of and provision of instruction to special education students in a setting primarily designed for low income incidence disability categories, including multiple disabilities; deaf/blind; autism; physical, other health, visual or hearing impairments. See the Missouri State Plan for Special Education, Section IX, Class Size and Caseloads for more information.
M	Parent Educator - Contract with Another District

<u>Code</u>	<u>Delivery System</u>
MH	Parent Educator - Contract with Another District, Before- or After-School Services
N	Parent Educator - Contract with Another Agency
NH	Parent Educator - Contract with Another Agency, Before- or After-School Services
PA	Personal Assistant - Special Education One-on-One Aide
S	Electronic Media (Satellite)
SC	Self-contained – Time during which a special education teacher is responsible for the content of and provision of instruction to special education students in a setting removed from the general education classroom. For ECSE, this would include reverse mainstream models. Example: Departmentalized instruction in a specific content area such as mathematics.
W	Schoolwide Project (Title I)
1-9	Team Teaching (Member)*
T1-T9	Team Teaching (Leader)*
C1-C9	Combined Classes**

***Team Teaching**

Team teaching identifies teachers cooperating in a joint instructional project within the same subject and group of students. Each team should be identified by a number and each teacher's assignment for that team project must be identified by the same team number. Indicate the team leader by the letter "T" preceding the team number in the delivery system. For example, the leader of Team 1 within a building would be designated by a delivery system of "T1" and the other members of that team would be shown with a "1" in the delivery system. Report the total class enrollment for the team leader, and leave the enrollment blank for other teachers on the team. Team teaching delivery system codes are not to be used for special education teachers.

****Combined Classes**

Combined classes are situations where students of two or more different subjects or course sequence levels (or grade levels for self-contained elementary classes) are taught during the same time period by the same teacher. Indicate which classes are combined by entering "C1" in the delivery system for each class combined during that time period. (If another group of classes taught by the same teacher is also combined, enter "C2" for each of those classes, etc.) The minutes per week for that class period should be divided by the number of classes being combined. For example, French 2 and French 3 taught together during a 250-minute class period are shown as two separate assignments with a delivery system of "C1" and 125 minutes per week for each class. Combined classes taught at an area career center must follow the semester reporting requirements if the school breaks class reporting out by semester. See Exhibit 27 for more information on how to report.

REPORTING GUIDELINES FOR SPECIAL EDUCATION PROGRAMS (Screens 18 and 20)

Special Education Teachers in ECSE and K-12 Programs

For each assignment indicate the proper course code, grade level, program code, delivery system, minutes per week, aggregate student minutes per week and enrollment, as appropriate. Using Course Code 991900, indicate the Contact Number from the caseload formula worksheet (line 7) in the enrollment field.

See the Division of Special Education web site (<http://dese.mo.gov/divspeced/>) for a table of allowable combinations of coding for special education teachers as well as examples and scenarios.

Course Numbers:

- See Exhibit 10 for a complete listing of course numbers and names.
- Most special education teaching and non-teaching assignments and IEP case management course numbers begin with "19" with the exception of the Special Education Caseload Formula Contact Number and other miscellaneous duty codes.

Grade Levels:

- See Exhibit 12 for a complete listing of grade levels along with definitions.

Program Codes:

- See Exhibit 13 for a complete listing of program codes along with definitions.
- Special Educators will use program codes 06, 09, 16, 17 and 19 as appropriate.

Delivery Systems:

- See Exhibit 14 for a complete listing of delivery systems along with definitions.
- Special Educators will use delivery systems Co-teaching (CO), Individual/Small Group (IG), Self-contained (SC) and Low Incidence Self-Contained (LI) as appropriate.

Minutes per Week:

- Should reflect the special educator's average minutes per week spent for each course number reported. The total minutes per week should be consistent with the district's available minutes per week prorated by FTE.

Aggregate Student Minutes per Week:

- Aggregate number of instructional minutes that students are assigned to a special education teacher based on the students' IEPs. This should reflect an average week and does not need to be continuously updated.

Enrollment:

- For teaching assignments, the enrollment column should reflect the number of students served in that assignment.
- For case management course number 198600, the enrollment column should reflect the number of IEPs case managed by the educator.
- For the Special Education Caseload Formula Contact Number, course number 991900, the enrollment column should reflect the Special Education Contact Number derived from the formula in the Missouri State Plan for Part B of IDEA.

Teaching Assignments - Definitions/Instructions:

- **Direct Service/Instruction Special Education (195000)** – Direct service or instruction delivered by special education teachers to school-aged special education students with any disability diagnoses. See below for programs designed for visually or hearing impaired or severe developmentally delayed students.
 - Grade levels: K, 01-17
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery systems: CO, IG, SC and LI
 - Certification requirements for payment: Any special education certification

- **Direct Service/Instruction Visually Impaired (195100), Hearing Impaired (195200), Severe Developmental Delays (195300)** – Direct service or instruction delivered by special education teachers to early childhood or school-aged special education students with visual or hearing impairments or severe developmental delays.
 - Grade levels: PK, K, 01-17
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery systems: CO, IG, SC and LI
 - Certification requirements for payment: VI, HI or SDD certification, as appropriate
- **Direct Service/Instruction Early Childhood Special Education - ECSE (195400)** – Direct service or instruction delivered by special education teachers to students enrolled in early childhood special education programs. All ECSE personnel serving children ages 3, 4, and 5 (5 defined as pre-kindergarten eligible, turning 5 after August 1) must be reported with Program Code 17. If the teacher or aide is assigned two classes (1/2 day program each), they are reported with two assignments. (Speech/language pathologists working with ECSE students ages 3, 4, and 5 are reported with Course Code 195500 and Program Code 17.)
 - Grade levels: PK
 - Program Code: 17 to be used with PK grade level for 3, 4 and pre-K 5 year olds. Program codes 09 and 19 as appropriate.
 - Delivery systems: CO, IG, SC and LI
 - Certification requirements for payment: For program code 17, ECSE Certification. Payment for ECSE programs is requested through the ECSE web application.

ECSE personnel working with children ages 5K (defined as kindergarten eligible, turning 5 before August 1) and 6 must be coded with a separate assignment using Program Code 06 to indicate school-age services.

 - Grade levels: K
 - Program Codes: 06 to be used with K grade level for kindergarten eligible students who are being served in ECSE rather than kindergarten. Program codes 09 and 19 as appropriate.
 - Delivery systems: CO, IG, SC and LI
 - Certification requirements for payment: For program code 06, any special education certification.
- **Direct Service/Instruction Speech/Language Pathology (195500)** – Direct service or instruction for speech/language pathology delivered by speech/language pathologists or approved implementers to special education students.
 - Grade levels: PK, K, 01-17
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: CO and IG
 - Certification requirements for payment: Student Services SLP Certification from the State Board of Education or license from the Missouri Board of Healing Arts or approval for the implementer model.
- **Departmentalized Instruction for Special Education Communication Arts (195610), Mathematics (195620), Science (195630) or Social Studies (195640)** – Instruction to special education students in a self-contained classroom where the special education teacher is providing content instruction **without** collaboration with a general education teacher who is certificated in that content area. Uses delivery system SC only.
 - Grade levels: 7-15
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: SC
 - Certification requirements for payment: Depending on NCLB requirements and IDEA re-authorization, either any special education certification and/or certification in the content area.

- **Community Based Instruction (195700)** – Systematic skill training of students with disabilities within the natural community setting where such skills are used, as identified in the IEP. Example: Student participation in a community based instruction program at a local grocery. This participation may ease/enhance the development/maintenance of mathematics skills in the area of financial management, budgeting and independent living for student participants.
 - Grade levels: 8-14
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: IG
 - Certification requirements for payment: Any special education certification.
- **Work Experience Instruction (195800)** – Work experience instruction is limited to students with disabilities whose Individualized Education Programs (IEPs) indicate the need for work experience in a competitive setting. Program goals include the acquisition of skills related to performing work under supervision, as well as job-related skills. Work experience instruction also includes the participation of students with disabilities who are engaged in work experience through the Division of Vocational Rehabilitation's Cooperative Work Experience (COOP) Program.
 - Grade levels: 8-14
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: IG
 - Certification requirements for payment: Any special education certificate and identification as a Work Experience Coordinator (WEC).

Case Management and Caseload – Definitions/Instructions

- **Case Management of IEPs (198600)** – Minutes per week would include time spent planning for and attending IEP meetings as well as other required special education meetings. Report the total number of IEPs case managed in the Enrollment field on Screen 20. The number of IEPs the teacher is responsible for on a case manager basis, regardless of which teacher may be actually implementing the IEP. This should equal Line 8 on the Caseload Formula worksheet.
 - Grade levels: PK, K, 01-17 (not required)
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: Not applicable
 - Enrollment: The number of IEPs case-managed by the special educator
 - Certification requirements for payment: Any special education certification
- **Special Education Caseload Formula Contact Number (991900)** – Equals the aggregated number of equivalent student contact hours for the teacher during a normal school day. It includes all students served by the teacher regardless of which teacher serves as the case manager. The Contact Number is a computed value, determined by dividing the total student minutes per week by the number of minutes per day the teacher has available for direct instruction in the special education setting (see Caseload Formula Worksheet and definitions and instructions in the Missouri State Plan for Part B of IDEA, Section IX-Funding, page 96). If a teacher is assigned in more than one building, compute the total Contact Number for all assignments and enter on only one Screen 20. Do not report any other information on the 991900 line. The Caseload Formula Contact Number is NOT reported for ECSE Personnel.
 - Grade levels: Not applicable
 - Program Codes: Not applicable
 - Delivery system: Not applicable
 - Enrollment: The Special Education Contact Number
 - Certification requirements for payment: Not applicable

Non-Teaching Assignments – Definitions/Instructions:

- **Consult with General/Special Education (193000)** – Time spent by special education teachers consulting or collaborating with general or special education teachers regarding instructional practices or coordinating instruction for students.
 - Grade levels: Not required
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: Not required
 - Certification requirements for payment: Any special education certification

- **Testing (193100)** – Time spent by special education teachers in testing/assessment/evaluation of students with disabilities or students suspected of having disabilities and time spent writing evaluation reports.
 - Grade levels: Not required
 - Program Codes: 06, 09, 16, 17 and 19
 - Delivery system: Not applicable
 - Certification requirements for payment: Any special education certification
- If a district provides a homeroom or advisory period to be staffed by all teachers in the building, this may be reported for special education teachers without impacting upon the Exceptional Pupil Aid payment provided:
 1. Students are randomly (or otherwise) assigned so that special education teachers are not assigned only special education students.
 2. The homeroom or advisory period is shorter (typically around 25 minutes) than the normal instructional periods.
 3. The homeroom or advisory period does not have as its primary focus a “study hall” or administrative holding period orientation.

Situations which meet the above parameters may be coded with Course Code 990099. All other administrative periods are subject to individual analysis and decisions by the Director, Special Education Funds Management. Periods of normal or near normal length used primarily for administrative purposes or study periods are unlikely to be approved and must be entered with the Program Code field left blank.

Special Education Co-ops and Shared Teachers

When a special education teacher serves in more than one district on a cooperating or shared basis, the full salary and FTE are shown by the contracting (fiscal agent) district only. Assignments in the fiscal agent district are indicated using Program Code 06. Assignments in the participating districts are shown by the fiscal agent using Program Code 09. A Special Education Caseload Formula Contact Number must be shown for each district's assignment(s). Shared teachers will always be reported with more than one 991900 line.

Participating districts shall indicate the fiscal agent county-district code in the header information on Screen 18, Educator/Assignment Data, and indicate the assignment for the teacher in their district using Program Code 19.

Co-Teaching and Class Within a Class

All Special Education teachers involved in co-teaching or Class Within a Class service delivery should be reported using delivery system Code CO on the assignment line(s). The Special Education Contact Number should be computed by counting the minutes per week for the first five (5) students only in each of the Class Within a Class periods assigned.

Special Education Teacher Aides

Report aides using the same assignment line information as the teacher to whom assigned. Do not report Special Education Caseload Formula Contact Number (Course Code 991900) for a teacher aide.

Ancillary Personnel

Continue to report ancillary personnel as in the past.

Other Pupil Personnel

For Course Code 887900, Other Pupil Personnel, the specific job title must be entered on the comment line on Screen 20.